

The U.S. BANK *Purchasing* *Card* PROGRAM.



POLICIES & PROCEDURES MANUAL

Matt Jenkins
State Purchasing Card Program Administrator
Ph. (801) 538-3615 Fax (801) 538-3562
1140 State Office Building, SLC, UT, 84114

State of Utah
Purchasing Card

1.0 Overview

The purpose of the State of Utah Purchasing Card Program is to establish a more efficient, cost-effective method of purchasing and payment. The program is designed to supplement a variety of processes including petty cash, local check writing, low-value authorizations, and repetitive purchase orders.

All cards are issued per your Department policies. Card usage may be audited and/or rescinded at any time. **You are the only person entitled to use your card!**

This booklet provides the guidelines under which you may utilize your Purchasing Card. Please read it carefully. Your signature on the enclosed Cardholder Agreement indicates that you understand the intent of the program and agree to adhere to the guidelines established for the program. You will receive your State of Utah Purchasing Card upon receipt of the signed Agreement to Accept the Purchasing Card, and you may begin using it immediately upon receipt. As you use the card, please contact your manager or the State Purchasing Card Program Administrator if you have questions.

Record keeping will be essential to ensure the success of this program. This is not an extraordinary requirement — State Finance and Purchasing policies require retention of receipts, competitive price quotations, etc. And as with any charge card, you must retain receipts for your protection and the State's protection.

Finally, remember you are committing State funds each time you use the State of Utah Purchasing Card. This is a responsibility that cannot be taken lightly!

2.0 Policies and Procedures

2.1 To obtain a card

We recommend that you read the Policy and Procedures section in its entirety before requesting your State of Utah Purchasing Card. This section provides a variety of information about the process, the types of purchases that can and cannot be made, who will accept the card, records that must be maintained and reconciled monthly and miscellaneous information about the program.

After you read this and understand the procedures outlined, complete a US Bank/State of Utah Purchasing Card Application. Indicate your office address on the form to receive statements and correspondence related to the program. Please do not use any special characters in these fields. (i.e. @#\$%)

Your manager must indicate approval by signing the form. All requests will be processed through the State Purchasing Card Program Administrator.

During this process the prospective cardholder must attend a cardholder training session. These training sessions will be conducted by the Site Coordinator.

Part of the card application is the “Agreement to Accept the US Bank VISA Purchasing Card”. Please read this carefully. It explains the conditions under which you receive the Purchasing Card. If you are in agreement with what is stated sign your name and have your manager also sign.

When you receive your card, sign the back of the card and always keep it in a secure place! Although the card is issued in your name, **it is the property of the State and is only to be used for State purchases as defined in this document.**

2.2 General information

- The program helps to eliminate the use of repetitive purchase orders, petty cash, requests for checks, and the use of personal funds reimbursed by expense report.
- The program is **NOT** intended to avoid or bypass appropriate purchasing or payment procedures. Rather, the program complements the existing processes available.
- **The program is not intended to replace the current travel and entertainment program, and should not be used for travel reimbursable expenses.**
- **The card is not to be used for personal use.**
- The program can be used for in-store purchases as well as mail, e-mail, internet, telephone and fax orders.
- **You** are responsible for the security of your card(s) and the transactions made with the card(s). The card is issued in your name and it will be assumed that any purchases made with the card will have been made by you. Failure to comply with the guidelines established for this program may result in severe consequences, **up to and including termination of employment.**

2.3 Examples of when the Purchasing Card may be used:

- The card may be used to purchase from State Contracts. In accordance with State Procurement Code, any transaction not on contract and exceeding \$1000 must be accompanied by a minimum of two telephone quotations. Also any transaction over \$5,000 and not on contract must go through the Division of Purchasing's formal bid process.
- Business related uses, subscriptions, seminars, dues, books, video tapes
- Office supplies, furniture
- Small tools (purchase/rental), electrical, safety, and building maintenance supplies
- Film and film processing
- Cell phone bills/utilities
- Certain Allowable Travel Expenditures:
 - Conference registrations or seminar rooms
 - State sponsored group gatherings (see **Finance Rules FIACCT 10-04.00** for additional requirements)
 - Hotel rooms

2.4 Examples of when the Purchasing Card should **NOT** be used:

- Any merchant, product, or service normally considered to be inappropriate use of State funds
- Capital equipment purchases/repairs

- Travel expenses subject to reimbursement (other than hotel rooms) - The State has contracted with an outside travel agency to provide travel services (airline, rental car, rail and bus service etc.) (NOTE: All state employees, except legislative officials, are required to use this service. This includes non-state employees where the state is paying for their travel in whole or part.)
 - Gift cards/certificates – see Finance Rules for specifics
- (NOTE: gift cards/certificates are *CASH EQUIVALENTS* and are recorded in the Payroll System or as 1099 payments which are not allowed by purchase card policy)

2.5 Services (1099 eligible)/Unincorporated Suppliers:

Do not use the card to pay for any 1099 eligible services. Refer to financial policies (FIACCT 05-19.00) for any further information.

For example:

- Personal services
- Hospital / Doctor visits
- Consultants
- Attorney fees

2.6 Built-in restrictions

Each card has been assigned **Monthly and Single-Purchase credit limits** that are based on previous purchasing activity. If you find over time that these limits are too low to accommodate your monthly requirements, please contact your manager to re-evaluate your limits. If your manager agrees that it would be appropriate to raise your limits, the manager should contact the Program Administrator. U.S. Bank will not change your credit limits without the approval of the Program Administrator.

Some supplier's **Merchant Category Code (MCC's)** codes have been "blocked" from usage in the program. If you present your card to any of these suppliers, the transaction will be declined. It is likely that any supplier you currently utilize as a source for products or services will accept your card. If you are declined and feel the decline should not have occurred, call the 800 number on your card (800-344-5696). U.S. Bank Customer Service will determine if you were declined because of merchant blocking or exceeding the monthly credit limit or single-purchase limit imposed on your card.

3.0 The Purchasing Card Log

(Example in Forms Appendix)

The Purchasing Card Log becomes an ongoing record of information about the transactions made on your card. The form is simple and easy to use, and will require a minimum amount of time to maintain.

If the purchase is between \$1000.00 and \$5,000.00 and not on contract you will need to keep documentation of the two price quotations you have received to comply with State Purchasing policy.

Individual receipts typically itemize merchandise purchased. The log allows management to review the types of goods and services purchased on the card and determine where the card is being used. It also provides a record of activity enabling you to reconcile your Monthly Reconciliation Statement. In addition, the receipts retained in conjunction with the log provide the documentation necessary should there be an audit.

Always obtain a receipt when using the Purchasing Card. This is not an extraordinary requirement — you currently do this for reimbursement purposes. In the log, record the date of the transaction, the name of the supplier, identifies the merchandise purchased, and the dollar value of the sale. A separate line item is required for each purchase. Indicate if the order was placed via phone, faxed, mail, e-mailed or in person.

This log is the record against which you will reconcile your Monthly Reconciliation Statement. The original log must be signed by your manager to indicate approval and review. Original documents will be retained and stored in accordance with agency policy consistent with other financial documents.

4.0 Specific cost accounting needs

Each card is hard coded with a predetermined FiNet coding block. The purpose of this program is to simplify processes for small dollar purchases.

In many cases, these purchases will now be categorized in a special U.S. Bank account code and will no longer be divided into a variety of departmental accounts. However, for those purchases that need to be directed to different cost accounts, whether for legal, tax, or contract accounting issues, *it may be appropriate for you to have multiple cards representing these specific accounts.* Otherwise, your agency accounting may be required to transfer costs from your account statement and/or Purchasing Card Log to the correct account code. Please consult with your manager to determine the best course of action for your accounting needs.

5.0 Reconciliation and payment

The U.S. Bank Purchasing Card Program carries corporate, not individual, liability. Invoices will be paid by your agencies Accounts Payable Department and you will not be required to pay your Monthly Statement using personal funds. **The program does not impact your personal credit rating in any way.**

6.0 It is required, however, that you retain all receipts for goods and services purchased!

If you purchase via phone, fax, mail, e-mail, or other electronic means, ask the supplier to include an itemized receipt with the goods when the product is shipped to you. This itemized receipt is the only original documentation specifying whether or not sales tax has been paid against the purchase. It will also be used for auditing purposes.

Each cardholder will receive a statement identifying all transactions made against the card during the previous billing cycle. The statement will be mailed to you at the address identified on your New Account Information Record. The statement must be reconciled against your Purchasing Card Log and the retained receipts for accuracy. Please forward your reconciled statement to your manager for review and approval. The statement will be forwarded to your agencies Accounts Payable Department for retention in case of a state audit.

Actual payment of a central invoice will be made by your agencies Accounts Payable; however your activity may be audited at any time.

7.0 If your records don't agree with your statement

(Example in Forms Appendix)

There may be occasions when items on your statement do not correlate with the entries in your log or your retained receipts. You may not have made the transaction, the amount of the transaction may be incorrect, or you may have a quality or service issue.

First contact the supplier involved to try to resolve the error. If the supplier agrees that an error has been made, he/she will credit your account. Highlight the transaction in question on your log as a reminder that the item is still pending resolution.

Second if the supplier does not agree that an error has been made, contact U.S. Bank Customer Service using the 800 number on the back of your Purchasing Card (800-344-5696). State that you would like to dispute a charge on your card. You will be asked to submit the information in writing so that U.S. Bank can research the disputed item. You may fax the completed Purchasing Cardholder Dispute Form to your representative at U.S. Bank. The amount of the next invoice will be reduced by the amount of the disputed item until the transaction in question is resolved.

8.0 Disputed Transactions

(Example in Forms Appendix)

Any transaction you wish to dispute **must be identified in writing to U.S. Bank with a copy sent to State Purchasing Card Program Administrator, within 60 days of the statement date.** Disputes will then be resolved by U.S. Bank within 90 days. If a dispute is not identified in writing to U.S. Bank within 60 days of the statement date the issue must then be resolved between the agency and the supplier.

You are responsible for the transactions identified on your statement. If an audit is conducted on your account, you must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, you are responsible for showing that the error or dispute resolution process was completed.

9.0 Lost or stolen cards

The U.S. Bank Purchasing Card is the State of Utah's property and should be secured just as you would secure your personal credit cards. If your card is lost or stolen, notify the Program Administrator, and contact U.S. Bank Customer Service (800-344-5696) immediately! Written confirmation of cancellation must then be accomplished by mail or fax to the State Purchasing Card Program Administrator.

Upon receipt of your call, further use of the card will be blocked. Prompt action in these circumstances can reduce the company's liability for fraudulent charges.

10.0 Sales and use tax

You should NOT pay sales tax. Your card will state tax exempt on it.

You may be charged tax when you suspect you should not. We realize there may be an insignificant number of cases where tax will be paid unnecessarily. In these situations present a tax exemption certificate verifying that the purchase is exempt.

Should you have additional questions regarding whether or not tax should be paid, please contact the State Purchasing Card Program Administrator for assistance.

11.0 Suppliers who do not accept the card

Although we do not endorse Visa or any of its associated banks specifically, we encourage suppliers to become involved in the State of Utah Purchasing Card Program so that cardholders can use the program most effectively.

Suppliers may contact their local bank or financial institution to become Visa capable, or they may contact the provider of the Purchasing Card Program, U.S. Bank, Minneapolis, Minnesota, for assistance. These institutions can implement the processing of charge card transactions by suppliers.

12.0 In summary

- Suppliers are paid within three days of your business transaction. **Please indicate to suppliers that you do not wish to be invoiced, as an invoice could result in duplicate payment. However you should always request an itemized receipt.**
- The program is designed to be simple and easy to use, providing you with the materials needed to perform your job more quickly and efficiently. However, appropriate controls must also be maintained to ensure the ongoing success of the program.
- We ask you to exercise good judgment and act responsibly when using your Purchasing Card. The Purchasing Card is issued in your name, and all activity will be assumed to have been incurred by you. We ask you to maintain your Purchasing Card Log accurately and always retain your receipts!
- In addition, random audits may be conducted for card activity, retention of receipts/sales slips, as well as for your Purchasing Card Log. **Consequences, ranging from suspension of cards to termination of employment, will be invoked for improper use of the program.**
- Your feedback regarding this program is important! You are testing the procedures developed for our organization. We need to know if you have issues or concerns, and we welcome suggestions for improvement.
- We strive to improve the way we conduct business. Your use of this program in conducting your daily business can help us make significant change in eliminating a variety of manual transactions. If you have any questions about the program or need additional information, please contact the Program Administrator.

13.0 HELP!

Matt Jenkins

State Purchasing Card Program Administrator

Phone: (801) 538-3615 Fax: (801) 538-3562

2110 State Office Building, SLC, UT, 84114-1110

U.S. Bank Customer Service

1-800-344-5696

Toll-free: 24-hour, 7 days-per-week servicing.

Purchasing Card Program Website

<http://finance.utah.gov/procurementcard/index.html>

US Bank Access Online Website

<https://access.usbank.com>